



State of Missouri

FINE COLLECTION CENTER

P.O. Box 104540, Jefferson City, MO 65110

877-866-3926 (Toll Free) or 573-522-2005. Fax Number: 573-522-8504

Hearing impaired use MO Relay, 800-735-2966.

INSTRUCTIONS

Notice: Always Return Your Ticket or a Copy

1. **You must respond to your ticket within 30 days** by either:
 - a. paying the fine established for the offense on your ticket, or
 - b. pleading not guilty in which case your ticket will be sent to the county prosecutor for disposition.
2. **To Plead Guilty and Pay Your Fine:**
 - a. See back of this page for list of fines (call number above if offense not listed, if in doubt about the amount, or with any questions). **Add \$35 to your fine if your ticket states the offense occurred in a construction or work zone, add \$250 if workers were present.**
 - b. Make checks or money orders (in U.S. dollars) payable to the "Fine Collection Center." **The Center cannot accept partial payments.** You can also pay by credit card (**VISA and MasterCard only**) by calling 877-866-3926 to pay by phone. **DO NOT SEND CASH.** Use pre-addressed envelope you received if possible or send to address above.
 - c. **Write your ticket number and daytime phone number** on the front of your check or money order.
 - d. **Sign ticket in the "Defendant's Name" block** on the back, complete all other information and **send the ticket (or a copy) with your payment to the Fine Collection Center within 30 days of the date of the ticket.**
3. **To Plead Not Guilty:**
 - a. **Complete and sign the form** at the bottom left of this page and **send the signed form and your ticket (or a copy)** to the Fine Collection Center. If possible, use the pre-addressed envelope or you may **fax** the not guilty plea to **573-522-8504**.
 - b. The Center will forward your ticket to the county prosecuting attorney.
 - c. The court for the county where the violation occurred will notify you by mail of your court date.
 - d. **Note:** The trial court is not bound by the fine schedule used by the Fine Collection Center.

WARNING

1. **If you fail to respond to this summons within 30 days:**
 - a. Your driving privileges in this state or in your home state may be suspended until the fine is paid.
 - b. Your ticket will be returned to the county prosecutor, and you may be charged with failure to pay or appear in addition to any original charges. **A warrant may be issued for your arrest.**
2. **If your check is returned unpaid:**
 - a. A guilty plea will be entered on the ticket and a notice of conviction for the offense will be entered on your driving record. You will still owe the amount of the fine.
 - b. Your driving privileges may be suspended for failure to pay, and you may be subject to prosecution for the bad check.

I plead **NOT GUILTY**. I understand that my citation will be sent for disposition to the county prosecutor. I understand the court will notify me by mail of my court date: **PLEASE PRINT:**

Name _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone (____) _____ - _____

Ticket Number(s) _____

Driver's Lic. No. & State _____

Signature _____

BE SURE TO RETURN YOUR TICKET OR A COPY WITH YOUR NOT GUILTY PLEA.